

AIRPORT IMPROVEMENT PROGRAM

Detroit Airports District Office (DETADO)

Grant Quarterly Report Checklist

Airport:	
Location (City, State):	
Risk Level:	
Sponsor:	
Date of Quarterly Report:	
Block Grant Number:	
Project Description:	

NOMINAL AIRPORT SUBMISSION:

Quarterly Checklist Items	Attached
Quarterly Performance Report (one form for each project included in the grant agreement)	
Statement and Distribution of Project Costs or equivalent (cumulative) AERO will provide	
Monthly Construction Progress and Inspection Report (Construction Projects Only)	
Summary/Spreadsheet of Project Change Orders, Work Authorizations/Scope Changes	
Photos, if applicable (start and end of construction)	
Photos of purchased equipment with vehicle number and delivery date	
Summary of Test Results, if applicable	

Final Checklist Items	Attached
Final FAA Standard Form 271 (or equivalent) for sponsors authorized electronic drawdowns through the Electronic Clearing House Operation (web ECHO) System or via manual payments	
Final invoice(s), except for invoice(s) under \$1,000 per project item	

MODERATE AIRPORT SUBMISSION:

Quarterly Checklist Items	Attached
All information contained under Nominal Airport Submission	
Invoices or listing of invoices with each payment request	
Weekly Construction Progress and Inspection Report (in lieu of monthly)	
All Change Orders, Work Authorizations/Scope Changes in addition to summary	
Any additional documentation deemed necessary by the project manager	
Standard form SF-271 (or equivalent) for each ECHO or manual payment request	

Airport Sponsor Representative

DETADO Program Manager

Title

Date Reviewed by DETADO

Date Submitted by Sponsor